

**caBIG**cancer Biomedical
Informatics Grid

caBIG Strategic Planning Working Group
Teleconference
June 21, 2004

Agenda	
1. Administrative Items	
2. Review of Open Action Items	Chalk Dawson
3. Protocol for submitting journal articles on caBIG	Ken Buetow
4. Tissue Bank and Pathology Tools WS Overview	David Fenstermacher
5. Next Meeting Date	

Attendees

Name	Organization	E-mail Address
Ken Buetow	National Cancer Institute	buetowk@mail.nih.gov
Chalk Dawson	Booz Allen Hamilton	dawson_chalk@bah.com
Bob Robbins	Fred Hutchinson	rrobbins@fhcrc.org
Simon Lin	Duke University	lin00025@mc.duke.edu
Jessica Bondy	University of Colorado	jessica.bondy@uchsc.edu
Bob Beck	Fox Chase	robert.beck@fccc.edu
Theo Wills	Booz Allen Hamilton	wills_theo@bah.com
David Tuck	Yale	david.tuck@yale.edu
Joyce Niland	City of Hope	jniland@coh.org
Mike Becich	University of Pittsburgh Cancer Institute	becich@pitt.edu
Terry Braun	University of Iowa - Holden	tabraun@eng.uiowa.edu
Judith May	International Waldenstroms Macroglobulinemia Foundation	judith.may@verizon.net
John Casagrande	University of Southern California - Norris	casagrande_j@ccnt.hsc.usc.edu
Seng-jaw Soong	University of Alabama - Birmingham	sjsong@uab.edu
Dan Geraghty	Fred Hutchinson	geraghty@fhcrc.org

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The following summarizes the discussion that took place during this meeting:

Administrative Items:

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| <ul style="list-style-type: none">• Notes from the June 7, 2004 meeting were approved with the addition of Judith May as an attendee. |
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Review of Open Action Items

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| <ul style="list-style-type: none">• Open Action Items were reviewed and updated. (See Action Items table at end of this document.)• No feedback has been received from the Workspaces/Working Groups regarding the Strategic Plan recommendations.• The risk management matrix template (attached) was approved. |
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External Relationship Information Form

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| <ul style="list-style-type: none">• An External Relationship Information Form has been submitted by the CTMS Workspace.• The form will be forwarded to the Strategic Planning WG for review.• The discussion of any newly submitted External Relationship Information Forms will be a standing agenda item. |
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Protocol for Submitting Journal Articles on caBIG
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| <ul style="list-style-type: none">• Booz Allen will draft a position paper regarding the submission of caBIG journal articles.• The process must be user friendly and cannot unnecessarily hinder the publication process or timeline.• Journal publications are an opportunity to expand collaborative efforts, market caBIG's good works and communicate with other federal agencies. |
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Tissue Bank and Pathology Tools WS Overview - David Fenstermacher
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| <ul style="list-style-type: none">• David Fenstermacher was not in attendance. The TBPT update will be tabled until the next meeting. |
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Review of Marketing Materials for APIII meeting

- Mike Becich has developed caBIG marketing materials for the Oct 6-8 Advancing Practice, Instruction and Innovation Through Informatics - Frontiers in Oncology and Pathology Informatics meeting.
- The WG is asked to review the materials and provide feedback.

HHS NHII Conference

- The Department of Health and Human Services is sponsoring The National Health Information Infrastructure (NHII): Cornerstones for Electronic Healthcare conference July 20 -23, 2004 www.hsrnet.net/nhii/. The NHII Technology Strategic Plan will be presented during this conference.
- Ken Buetow expressed the importance of keeping abreast of initiatives such as the electronic health record. Although there is currently no formal connection with caBIG there will most likely be an impact later.
- Mike Becich and Joyce Niland are involved in NHII and will provide information as appropriate.

Contracting Progress Update

- The government has provided Booz Allen with modifications to the General Agreement. Pending Booz Allen and NCI review cycles the Cancer Centers should receive revised agreements this week.
- Statements of Work have been drafted in parallel to the General Agreement negotiation process. SOWs will be issued within a week of the Cancer Center acceptance of the General Agreement.

Next Meeting's Agenda Items

July 5, 2004 meeting cancelled.

The next teleconference will be held July 19, 2004 - 12:30-1:30 (ET)

1. Administrative Items

- Review of meeting notes
- External Relationship Information Form submissions

2. Review of Open Action Items

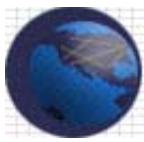
Chalk Dawson

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Item ID	Action Item	Assigned to	Due Date
20040607-01	Notify the Training SLWG of transfer of collaborative tools responsibility and set follow-up timeframe.	Chalk Dawson	Closed
20040607-02	Request WS/WGs submit formal feedback on Strategic Plan recommendations by July 1	Chalk Dawson	Ongoing follow-up with WS/WG Leads
20040607-03	Draft 'gotcha' collection form	Theo Wills	Closed
20040607-04	Distribute Risk Management Matrix to WG for comment.	Theo Wills	Closed
20040621-01	Draft position paper regarding the submission of caBIG journal articles	Chalk Dawson/Theo Wills	7/19/2004

caBIG Strategic Planning Working Group Project Risk Matrix

Risk Area	Risk	Consequence	Rank	Mitigation / Contingency	Trigger	Status
Example: Budget Availability	There will be insufficient funds available to the project team to complete needed work.	Lack of funds will require reduction of initiative scope, or delivery of version 2 of the software within the desired timeframe may not be possible.	M/H	Project Manager will monitor budget items closely and will notify Senior Management when critical thresholds are reached.	>75% budget expensed in Quarters 1 or 2	Open

Probability / Impact Ranking Chart

This chart presents the possible impact of the risks documented above in the Risk Matrix.

Impact Probability	HIGH	MEDIUM	LOW
HIGH (> 75%)	H/H	H/M	H/L
MEDIUM (25 – 75%)	M/H	M/M	M/L
LOW (< 25%)	L/H	L/M	L/L